

SECRET

MAPC - 14672
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13 April 1957

MEMORANDUM FOR: Deputy Project Director
THROUGH : Director of Administration
SUBJECT : Receiving Inspection and Acceptance Reports

1. In connection with your informal request, there is delineated hereunder the system agreed upon by all concerned in obtaining appropriate receiving and inspection information in support of vouchers processed concerning contractual and other deliveries. For the sake of the record and clarity, this understanding needs to be broken into two parts as follows:

a. In those cases where the suppliers have already effected delivery to the installation (predominantly [redacted] and have presented vouchers for payment, we have decided it would be expedient to forward a copy of each such voucher to the Director of Materiel for presentation to the Materiel Officer at [redacted] where receipt will be acknowledged directly on the invoice. The invoice will be returned promptly to Headquarters for further action. A copy of the form memorandum utilized for this is attached for informational purposes.

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b. On items undelivered at time of our discussion (approximately 2 April 1957), all suppliers have been alerted by the Contracting Officer and asked to cooperate to the extent of sending a duplicate delivery ticket along with the material at time of shipment to [redacted] or other designated receiving points. Receipt of the supplies or equipment listed on said delivery ticket will be acknowledged by the addressee (Materiel Officer) on sufficient copies of the document to permit the supplier to attach one copy to his original invoice prior to submitting the billing to Headquarters.

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2. Under this last approach it may be seen that when this system is in effect, very prompt payment may, as in the past, be rendered to each of our suppliers, as the pertinent receiving and acceptance documentation will arrive in the paying office at the same time the invoice is received.

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3. In conclusion, it is the consensus that procurements and payments made on behalf of other segments of the Organization and other departments of the Government should follow similar patterns.

SIGNED

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Project Comptroller

Attachment: a/s

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